



*Committed to Providing Exceptional Customer Service*

# OSIP Online Services Guide

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## Private Employers

11050 Olson Drive, Suite 230 | Rancho Cordova, CA 95670 | Phone (916) 464-7000 | Fax (916) 464-7007

E-Mail [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) | Website <http://www.dir.ca.gov/osip/>

Rev. 03/09/15

# What is OSIP Online Services?

OSIP Online Services is where self-insured participants log-in to submit a growing list of items. Self Insured employers will file Annual Reports, select or change actuaries (one must be chosen in order to file the Actuarial Summary and Study), and file Financial Statements.

Only one person at a time per company may have log-in credentials to perform these actions and receive notices and e-mail confirmations.

Annual Reports are due by March 1<sup>st</sup> and Actuarial Summaries and Studies are due by May 1<sup>st</sup> of each year. Please keep this in mind, as OSIP does not send out reminders. Please also see the [Regulations](#) on the Administration of Self Insurance Plans.

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Boards, Commissions & Programs

## Office of Self Insurance Plans (OSIP)

The Office of Self Insurance Plans (OSIP) is a program within the director's office of the Department of Industrial Relations (DIR) responsible for the oversight and regulation of workers' compensation self insurance within California. OSIP is also responsible for establishing and insuring that required security deposits are posted by self insurers in amounts sufficient to collateralize against potential defaults by self insured employers and groups.

### About OSIP

### Self Insured Employers

### Self Insurance Groups (SIG)

### Third Party Administrator (TPA)

### Public Entities and Joint Power Authorities (JPA)

### Forms, Publications and Reports

### Laws & Regulations

### Payments - Invoices

### Contact OSIP

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### OSIP Online Services

Click on the OSIP Online button to log in and submit your filing requirement.

[Go to OSIP Online »](#)

### Self Insurance by the Numbers - 2013 Annual Report Statistics

\$177 Billion total self-insured payroll  
4 Million CA Workers covered by self-insurance  
1 in 4 CA Workers is covered by self-insurance  
9,849 CA Employers are active self-insurers

OSIP - AUDIT UNIT

### Office of Self Insurance Plans (OSIP)

#### Quick Links

- [OSIP Online Services](#)
- [Make a Payment](#)
- [Get information about self insurance and the requirements to self insure](#)
- [Apply to take the Self Insurance Administrator's examination](#)
- [Determine if an employer is self insured](#)
- [Determine if a person is a self insured administrator](#)

#### Related Links

- [Self-Insurers' Security Fund](#)
- [California Self Insurers' Association](#)
- [Self Insurance Institute of America](#)
- [California WC & Risk Conference](#)

#### About OSIP

- [About Us](#)
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[OSIP Home](#)

## Log-In to OSIP Online

Existing users log-in at <https://efiling.dir.ca.gov/OSIPO/> by entering your User ID and Password.

If you are trying to access the Annual Report log-in screen, either click on “direct access to Annual Report” or log-in to OSIP Online and be redirected to the existing Annual Report log-in screen.

If you forgot your User ID & Password refer to the area highlighted in red underneath the "Login" button.

New users, please e-mail [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov)

Internet Explorer (8 or higher), Chrome, Firefox, or Safari will allow full functionality of OSIP Online. Internet Explorer is the optimal browser for the Annual Report.

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Welcome to OSIP Online Services Exit

Thank you for visiting OSIP Online Services, the Office of Self Insurance Plans online tool. OSIP Online allows Self Insured Employers, Actuaries, Third Party Administrators and Group Administrators to file and submit their required documents online.

First time users, please email [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) to receive a login user ID and password, or call OSIP at (916) 464-7000.

For Annual Report users, you can optionally click this link for [direct access to Annual Report](#).

OSIP Online system requirements are: Internet Explorer (10 or higher), Chrome, and Firefox

[Self-insurance Regulations](#)

[FAQs or online assistance instructions link](#)

User ID

Password

Forgotten your Password? For the Annual Report, click [here](#). For all others, email [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov)

Annual Due Dates

	Private Employers	Self Insured Groups	Public Employers/ Joint Power Authorities
Annual Report	March 1 <sup>st</sup>	March 1 <sup>st</sup>	October 1 <sup>st</sup>
Actuarial Summary & Study	May 1 <sup>st</sup>	April 15 <sup>th</sup>	-
Financial Statement	Annually	March 1 <sup>st</sup> * / July 1 <sup>st</sup>	-
Core Member Financials	-	Annually	-

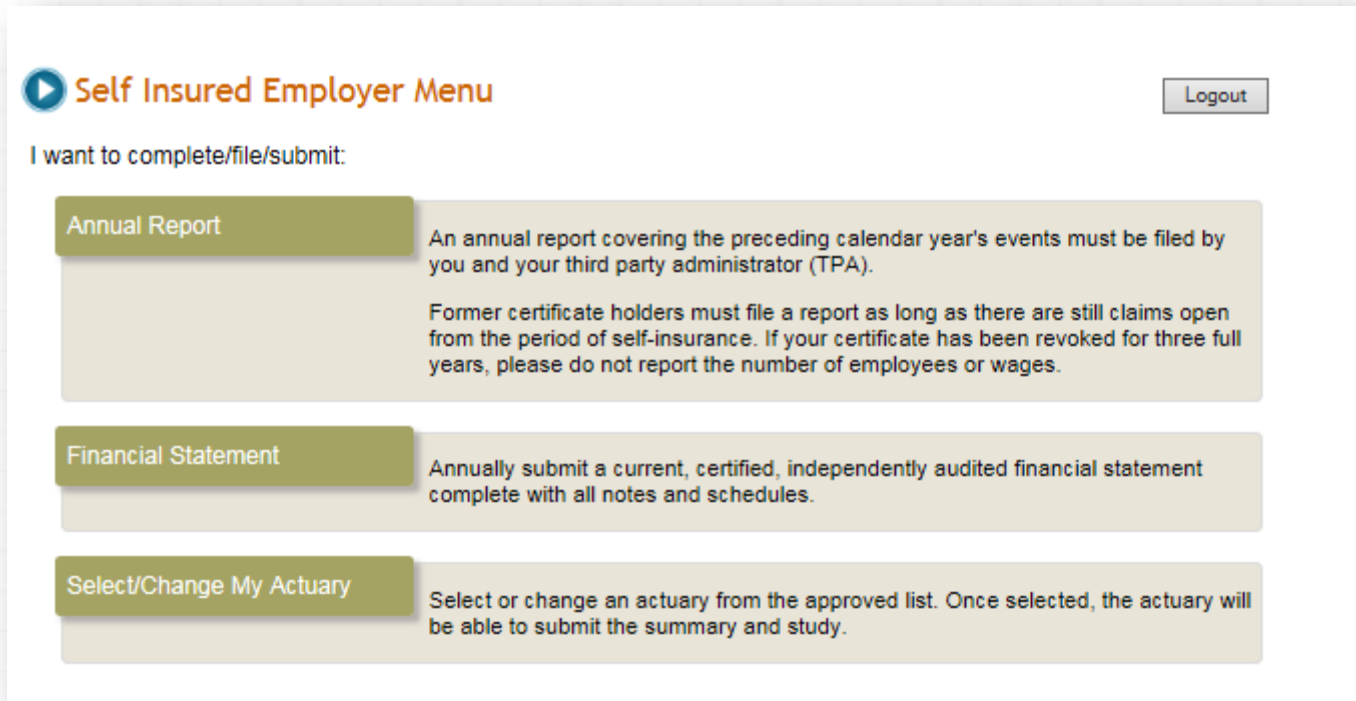
\* Unaudited

## OSIP Online Main Menu

The **Annual Report** button will bring you to the same annual report log-in screen used in previous years. The report is due by March 1<sup>st</sup> each year.

The **Financial Statement** button will allow you to submit your annual Financial Statement.

The **Select/Change My Actuary** button will allow you to select an actuary who has registered with OSIP. The Actuarial Summary and Study are due May 1<sup>st</sup> each year and can only be submitted after an actuary is selected.



The screenshot shows the 'Self Insured Employer Menu' interface. At the top left is a blue play button icon followed by the title 'Self Insured Employer Menu' in orange. At the top right is a 'Logout' button. Below the title is the text 'I want to complete/file/submit:'. There are three main menu items, each with a green button on the left and a description on the right:

- Annual Report**: An annual report covering the preceding calendar year's events must be filed by you and your third party administrator (TPA). Former certificate holders must file a report as long as there are still claims open from the period of self-insurance. If your certificate has been revoked for three full years, please do not report the number of employees or wages.
- Financial Statement**: Annually submit a current, certified, independently audited financial statement complete with all notes and schedules.
- Select/Change My Actuary**: Select or change an actuary from the approved list. Once selected, the actuary will be able to submit the summary and study.

# Filing a Financial Statement

1) Check the instructions area to see a brief description of the filing requirements.

2) Confirm you are working on the correct Employer and Certificate number. If a Parent legal entity is responsible for filing for you, it will be listed here. If it is incorrect, please contact please e-mail [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) before completing your submission

3) Complete this section in U.S. dollars only. Please note, the valid date selection in the instructions, and date format (MM/DD/YYYY).

4) Upload your financial supporting document (pdf only, in one file not larger than 15mb).

5) check the "I certify..." box confirmation to proceed. The **Print** button will only print the form itself, not the attachment.

The **Submit** button will send the information from the form and your attachment to OSIP. You will then see a confirmation screen, as well as receive a confirmation email with a copy of the completed form and your file.

The **Cancel** button will take you back to the Actuary Menu page.

**Filing Financial Statement** [Logout]

**Instruction**

- \* Indicates required information.
- Financial year ending date must be between January 1 of the prior year and the current date.
- All numbers must be entered in US dollars.
- Per 15203.2, Continuing Financial Capacity - Each individual private self insurer shall submit annually to the Chief the employer's current, certified, independently audited financial statement complete with all notes and schedules.
- Prior to the July 1, 1994, any private self insurer granted a Certificate to Self Insure that has continued as a self insurer shall demonstrate and maintain a net worth of at least \$2,200,000 and an average net income for the preceding 5 years of at least \$300,000.
- After July 1, 1994, all private individual employer applicants for a master Certificate of Consent to Self Insure shall demonstrate and maintain a current net worth of at least \$5,000,000 and average net income for the preceding 5 years of at least \$500,000.

**Self Insured Employers Financial Statement**

Self Insurer \_\_\_\_\_ Cert # \_\_\_\_\_

Financial information must be entered for the self insured guarantor identified below:

Financial year ending: \*  [Calendar icon]

Net worth: \*

Net income (loss): \*

**Upload File**

☐ \* I certify that the above statements to be true and correct.

**Print** **Submit** **Cancel**

*Arrows from instructions point to: 1) Instruction box, 2) Self Insurer/Cert # fields, 3) Financial year ending/Net worth/Net income fields, 4) Upload File button, 5) I certify checkbox.*

## Selecting/Changing Your Actuary

Select or change your actuary so they can file your Actuarial Summary and Study. The summary and study are not required if the most recently filed Annual Report had either 10 or less open claims or less than \$1,000,000 of total estimated future liabilities (see line 8 from your annual report).

Your current actuary, if you have one, will be displayed in the **Current Actuary Information** section.

An actuary only needs to be selected in the **Actuary Information** section if the section above has **N/A**, or if a different actuary will be conducting your next study. If you cannot find your actuary, they may have to register with OSIP by e-mailing [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov).

Print a copy for you records, and then click **Submit**. You, the new actuary, and the former actuary will receive e-mail confirmations of the change. You will also receive an e-mail confirmation with a PDF copy of the study after it is filed by your actuary.

Selecting/Changing Actuary

Logout

Instructions:

- Private and group self insurers are not required to file an actuarial study or actuarial summary in years when their current year filed Self Insurer's Annual Report reports either: (A) 10 or fewer open claims, or (B) less than \$1,000,000 of total estimated future liabilities.
- The top section displays your current Actuary, or "NONE" (or "NA") if OSIP does not have one for you on record.
- The bottom section is where you select your new, or change your current Actuary, or "NONE" if you will not have one for the foreseeable future. **Please note:** you must have an Actuary selected in order to submit an Actuarial Summary and Study.
- Question or comments, please email [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov), or call (916) 464-7000.

Select Actuary

Cert#

Self Insurer

Current Actuary Information

Current Actuary	Actuary Firm
N/A	N/A
Actuary Title:	Designation(s):
N/A	N/A
Actuary Phone:	Actuary Email:
N/A	N/A

An actuary must be listed above in order for a study and summary to be submitted. Select or change your actuary below or click Cancel if no changes are needed.

Actuary Information

Select / Change Actuary:

Select / Change Actuary

Actuary Title:	Designation(s):	Actuary Phone:	Actuary Email:

NOTE : If you have 10 or less open indemnity claims or less than \$1 million of total estimated future liability on your current annual report, you are not required to submit an actuarial summary or study.

Print

Submit

Cancel



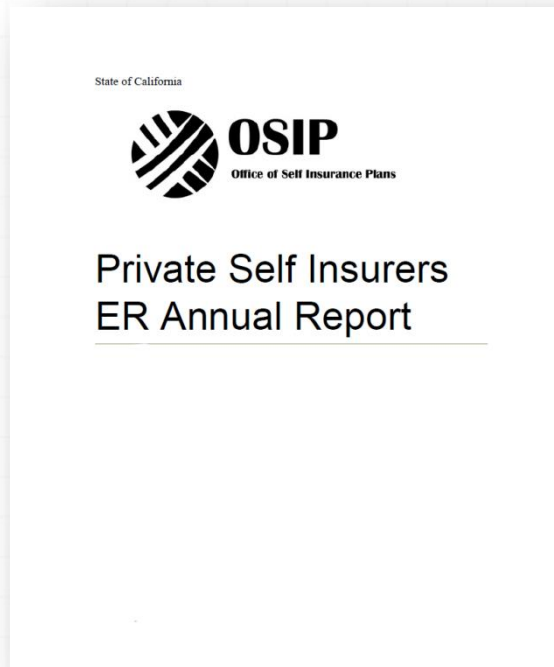
**Annual Report** All self insured employers are required to file an Annual Report.

### Formerly Self Insured/Revoked Employers:

Continue to file Annual Reports until a final report has been submitted showing all claims have been closed and there are no remaining claims with the expectation of future liabilities. After the first full three calendar years of being revoked, please enter zero employees and wages.

### Overall Process:

1. Log-in at <https://apps.dir.ca.gov/OSIP/>, click **Create Annual Report**, begin filling out the report, click **Save & Close**.
2. Let your TPA(s) know you have created the report so they can fill out their portion.
3. When they are finished you will see a checkmark by their name(s) on the first screen of your report. When all portions are complete you can submit them to OSIP by clicking **Submit**.
4. You will receive a confirmation e-mail along with a PDF copy of the report, including the TPA's portion.



## Annual Report Log-In

Log-in with the same Username and Password used last year/used to log into OSIP Online. Your User ID is your four digit certificate number (please remember to add leading zeroes if your certificate number is less than four digits).

Select **Employer**, then click **Sign In**.

If you are self administered and need to fill out the Liabilities by Reporting Location portion, enter the same Username and Password, but select **TPA**.

Please call (916) 464-7000 or e-mail [OSIP@dir.ca.gov](mailto:OSIP@dir.ca.gov) if this is the first year you are filing for your company so the password and e-mail address that will receive submission confirmations with PDF copies can be reset.

If you forgot your password, click **Forgot Password** and answer your security question to receive a temporary password and special link at the e-mail address entered when the password was created.

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Office of Self Insurance Plans (OSIP)  
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Welcome

OSIP  
Office of Self Insurance Plans

Welcome to the Office of Self Insurance Plans (OSIP) online application for filing your Private/Group Self Insurer's Annual Report which is due on March 1st, or the Public Self Insurer's Annual Report which is due October 1st. The completion and submission of this form is a requirement of Labor Code Section 3702.2 and California Code of Regulations, Title 8, Section 15251.

It is a requirement that your third party administrator (TPA) completes and submits their portion before the employer can submit the full annual report.

Please use Internet Explorer to access this site for full functionality.

Questions or technical problems, please contact (916) 464-7000.

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Sign In

Username:  
Username

Password:  
Password

☒ Employer ☐ TPA

☐ Remember me on this computer

Sign In

Forgot Password

First Time User

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## Annual Report - Create a New Report

Click **Create Annual Report** to open a report for the preceding calendar year; for yourself and your TPA(s).

If you do not wish to fill out the report yet, click **Save & Close** at the bottom of the page. You can also begin filling it out and click **Save & Next** to continue through the three pages and eventually click **Save & Close**.

Let your TPA(s) know they can begin filling out the report you opened and saved.

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Office of Self Insurance Plans (OSIP)

Welcome - [Name] :

**Annual Reports** **EMPLOYER**

Create Annual Report

ID	Year	Type	Status	Function
1	2013	Annual	Submitted	Amend
2	2012	Annual	Submitted	

Function & Status Features From The Employer Menu Screen Are:

- **EDIT** - Under the Function Category this means that you will be able to Edit your Annual Report.
- **AMEND** - You can Amend your prior year's annual report for any discrepancies found. You will not be able to amend reports beyond the prior year.
- **SUBMITTED** - Your annual report has been submitted (once submitted the annual report cannot be modified).

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To Whom Should Correspondence Be Addressed For Security Deposit and Financial Matters?

First Name: \* MI: Last: \* Position/Title:

Email Address: Company Name: \*

Phone: \* Fax:

Address 1: \*

City: \* State: \* ZIP: \*

Corporate Web Address:

Save & Close Save & Next

## Annual Report – Edit, Amend, or Logout

After saving the report you will be brought back to the Welcome screen listing the report year, type of report, submission status, and options to edit or amend this years' or last years' reports.

Click on **Edit** to continue working on your report. Once a report is **Submitted** it cannot be modified and an amended report will have to be filed by clicking on **Amend** to make changes. After opening and saving an amended report, you and your TPA(s) will need to fill out the entire report again.

Logout by clicking on **Options**, then on **Logout**.

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Office of Self Insurance Plans (OSIP)

Welcome - [Redacted]

Options  
Logout

Annual Reports EMPLOYER

ID	Year	Type	Status	Function
1	2014	Annual	Saved	Edit
2	2013	Annual	Submitted	Amend
3	2012	Annual	Submitted	

Function & Status Features From The Employer Menu Screen Are:

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## Annual Report – Page 1

The top section is pre-populated, please review the information for correctness.

The TPA listed would be incorrect if a *Report of Transfer of Records* was not filed by your prior TPA, which is required on the date of transfer. Also, you and your prior TPA should file an Interim Annual Report within 30 calendar days of the transfer.

If you click on **Add Subsidiary** all of the affiliates and/or subsidiaries entered will be pre-populated on your next report or you may click on **Attach File** if you prefer to attach a PDF (include each of their states of incorporation and subsidiary/affiliate certificate numbers).

 **Private Self Insurer's Annual Report**

Annual Report

Page 2

Page 3

**General Information**  
\* = Required Information

**TPA**

**Completed**

Adinsure, Inc. -  
Diamond Bar - ☐

Certificate #:

Period of Report: Full Year

Period: \*

To: \*

Master Certificate Holder:

Name:

Address 1:


Address 2:

City:  State:  ZIP:

State of Incorporation:  FTIN:

List the names of ALL separate, but affiliated or subsidiary companies covered by this certificate.  
(Do not include DBA's or operating divisions):

[Add Subsidiary](#)

Attach a PDF document for affiliated or subsidiary companies.  [Attach File](#)

## Annual Report – Page 1 Continued

### Number of Employees and Total wages and salaries paid:

- Enter what's reported to the Employment Development Department (EDD) on the *DE-6 Quarterly Report* or other similar EDD form used to report employment and wages for that calendar year.
- A part-time employee counts as one employee, two part-time employees do not count as one employee.
- Enter "0" if this certificate has been revoked for three full calendar years.

The correspondence person entered for security deposit and financial matters will be automatically entered into OSIP's system. Please verify the information is correct then click **Save & Next**.

During the reporting period of this report, has there been any of the following with respect to the Master Certificate Holder or any subsidiary?

(a) Reincorporating	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(b) Merger	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(c) Change in Identity	<input type="radio"/> Yes	<input checked="" type="radio"/> No
(d) Any addition to Self Insurance Program	<input type="radio"/> Yes	<input checked="" type="radio"/> No

If yes, explain: \*

Employment and wages paid in current calendar year (If your certificate has been revoked for more than 3 calendar years then indicate zeroes for both.)

Number of Employees: \*

Total wages and salaries paid: \* \$

To Whom Should Correspondence Be Addressed For Security Deposit and Financial Matters?

First Name: \*  MI:  Last: \*  Position/Title:

Email Address: \*  Company Name: \*

Phone: \*  Fax:

Address 1: \*

City: \*  State: \*  ZIP: \*

Corporate Web Address:

Save & Close

Save & Next

## Annual Report – Page 2


### Record Storage

Choose “Yes” if any records are stored at a location other than with your current TPA and enter it on the window that will pop-up.

### Insurance Coverage

Add any standard, specific excess or aggregate (stop loss) workers’ compensation policies. This information is for the current reporting period. Choosing “Yes” will pop-up new windows to enter details..

Click **Save & Next** to continue.

 **Private Self Insurer's Annual Report**

Annual Report > Page 2 > Page 3

**Record Storage**

1) Are Claim records stored at any location other than with the current administrator? ☐ Yes ☒ No

[Add Agency](#)

**Insurance Coverage**

1) Are any of your workers' compensation liabilities in California during the reporting period covered by a standard workers' compensation Insurance policy? ☐ Yes ☒ No

[Add Insurance](#)




2) Are any of your workers' compensation liabilities in California during the reporting period covered by a specific excess workers' compensations insurance policy? ☒ Yes ☐ No

Action	Insurance Company	Policy Number	Policy Issue Date	Retention Limit
<a href="#">Edit</a> <a href="#">Delete</a>				

[Add Insurance](#)

3) Do you carry an aggregate (stop loss) workers' compensation insurance policy? ☐ Yes ☒ No

[Add Insurance](#)

 Back  Save & Close  Save & Next


## Annual Report - Page 3

The Company Officer authorized on the Board Resolution must complete the section certifying the report is true, correct, and complete.

Review the report for accuracy. Once submitted, the report cannot be modified and a new/amended report will have to be filed by you and your TPA(s) to make any changes.

Click **Submit** when your report is finished (you will not be able to if the TPA has not clicked **Transmit** on their portion).

A pop-up window will give you the option to **Print and Submit** the report or to **Cancel** the submission, allowing further editing. The e-mail address entered when you chose your password will be sent a confirmation of the submission with a PDF copy of the report, including the TPA's portion.

 Private Self Insurer's Annual Report

Annual Report > Page 2 > Page 3

If you are participating in the Alternative Security Program (ASP), you will be assessed by the Self Insurers' Security Fund (SISF) an amount to cover all or a portion of your deposit requirement. If you are not fully participating in the ASP, you will be notified by the Office of Self Insurance Plans (OSIP) of your deposit requirements with OSIP. If you have not received an assessment from SISF by June 30th, please contact SISF at (925) 627-1300.

Note: Labor Code Section 3701(a) requires every private, self-insuring employer to secure incurred liabilities for the payment of compensation by renewing or making a new deposit of security within 60 days of filing of this annual report, but in no event later than May 1 of each year. Civil penalties of up to \$5,000 for ever 30 days or portion thereof that there is a failure to post deposit may be assessed by the Director of Industrial Relations pursuant to Labor Code Section 3702.9 for failure to post required deposit when due.

**Certification by Company Officer**

Name of Company Officer: \*

Name of Company: \*




Street Address: \*

City: \*  State: \*  Zip: \*

Phone: \*

Signature of Company Officer (Type your Full Name): \*  Date & Time: \*

Name of person legally responsible for this Electronic Signature

 Back  Save & Close  Submit





## Amending the Annual Report

You and each of your TPAs must fill out an amended report to correct information on the original submission.

Follow the same process to file an amended report:

1. Log-in at <https://apps.dir.ca.gov/OSIP/>, click **Amend**, begin filling out the report, click **Save & Close**.
2. Let your TPA(s) know you have created the report so they can fill out their portion.
3. When they are finished you will see a checkmark by their name(s) on the first screen of your report. When all portions are complete you can submit them to OSIP by clicking **Submit**.
4. You will receive a confirmation e-mail along with a PDF copy of the report, including the TPA's portion.



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Office of Self Insurance Plans (OSIP) Options

Welcome - [Redacted]

Annual Reports EMPLOYER

ID	Year	Type	Status	Function
1	2014	Annual	Submitted	Amend
2	2013	Annual	Submitted	Amend
3	2012	Annual	Submitted	Amend

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## Interim Annual Reports

An Interim Annual Report is required within 30 calendar days of changing TPAs. The prior TPA(s) will also need to file a *Report of Transfer of Records* to OSIP on the date of transfer.

If the TPA is completing separate adjusting location reports for claims handled at the same location, please call OSIP at (916) 464-7000 to obtain a substitute location number. Separate location pages count as separate adjusting locations in calculating the employer's annual license fee. Self insured employers that have separate substitute locations do not use the same location alpha character for the second or third substitute locations.

The Interim Annual Report must be completed by you and your prior TPA(s). Follow these steps:

1. The TPA will create the report by clicking **Create Interim Report**.
2. They will complete their portion and advise you that you can log-in to complete your portion and **Submit** the entire report.

### TPA Welcome Screen

Create Interim Report

ID	From Date	To Date	Type	Status	Function
1	01/01/2013	12/31/2013	Annual	SUBMITTED	
2	01/01/2012	12/31/2012	Annual	SUBMITTED	

### Employer Welcome Screen

ID	Year	Type	Status	Function
1	2014	Interim	Saved	New
2	2013	Annual	Submitted	Amend
3	2013	Interim	Saved	Edit
4	2012	Annual	Submitted	Amend